

Date: **October 7, 2014**

To: **Thomas J. Bonfield, City Manager**
Through: **Keith Chadwell, Deputy City Manager**
From: **Reginald J. Johnson, Director**
 Department of Community Development
Subject: **Selection of Urban Design Ventures, LLC for the Preparation of a**
 Five-Year Consolidated Plan, Annual Action Plan, and Analysis of
 Impediments to Fair Housing Choice

Executive Summary

On August 6, 2014, the City of Durham issued a Request for Qualifications (RFQ), soliciting qualifications for the preparation of a Five-Year Consolidated Plan (Con Plan), Annual Action Plan (AAP), and Analysis of Impediments to Fair Housing Choice (AI). The submission deadline for the RFQ was September 10, 2014. Four proposals were received and evaluated by a six-person review panel. The proposals were received from Urban Design Ventures, LLC, W. Frank Newton, Inc., Ask Development, Inc., and Community Planning Partners and Housing Opportunities Made Equal of VA, Inc. Of the four proposals, Urban Design Ventures, LLC (UDV) received the highest total score of 543 points, and submitted the lowest cost of \$42,500.00. The panel decided unanimously to recommend UDV as the Consultant to prepare a Five-Year (Con Plan), (AAP), and AI for a fixed cost of \$42,500.00.

In addition to the Con Plan, AAP, and AI, the RFQ also included a request for additional services to be performed after the selection of the Consultant. The additional work includes a detailed housing needs analysis and resource analysis for the development of affordable housing in future rail access. The final scope of services associated with that task will be developed after the selection of the Consultant with input from stakeholders. Once the final scope of work for the additional services has been developed, the Department will request Council approval for an amendment to the Contract. The total amount for all services to be performed by the Consultant shall not exceed \$70,000.00 in General Funds.

Recommendation

The Department of Community Development recommends that City Council:

1. Approve the selection of Urban Design Ventures, LLC as the Consultant to prepare a Five-Year Consolidated Plan, Annual Action Plan, and Analysis of

Impediments to Fair Housing Choice, and a detailed housing needs analysis and resource analysis for the development of affordable housing in future rail access;

2. Authorize the City Manager to execute a Contract with Urban Design Ventures, LLC in the amount of \$42,500.00 for a Five-Year Consolidated Plan (Con Plan), Annual Action Plan (AAP), and Analysis of Impediments to Fair Housing Choice (AI); and,

3. Approve an amount up to \$27,500.00 for the additional services to be performed by the Consultant, which includes a detailed housing needs analysis and resource analysis for the development of affordable housing in future rail access.

Background

The Con Plan, AAP and AI are requirements of the U.S. Department of Housing and Urban Development (HUD) for jurisdictions that receive and administer certain HUD block grants on an entitlement basis. The Con Plan is a five year strategic plan that details the goals for HUD Community Planning and Development (CPD) entitlement programs. The Con Plan serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from programs such as CPD formula block grant programs: Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and Emergency Solutions Grant (ESG).

The AAP is a component of the Con Plan in which the jurisdiction identifies the activities it will undertake during the upcoming fiscal year with CPD formula grants to address the goals and priorities identified in the Con Plan. Further, the AAP serves as an annual funding application for CDBG, HOME, and ESG funds.

The AI is also a mandatory comprehensive housing analysis of the jurisdictions fair housing activities. As part of the Con Plan, HUD funded recipients are required to: (1) examine and attempt to alleviate housing discrimination within their jurisdiction; (2) promote fair housing choice for all persons; (3) provide opportunities for all persons to reside in any given housing development, regardless of race, color, religion, sex, disability, familial status, or national origin; (4) promote housing that is accessible to and usable by persons with disabilities; (5) and comply with the non-discrimination requirements of the Fair Housing Act.

The HUD regulations require that the approved Five-Year Con Plan, AAP, and AI be received in the respective HUD Field office no later than May 15. In order to meet the HUD requirements for entitlement funding and submission deadline, the City needs the services of an experienced community development consultant firm to assist with the preparation of the subject documents.

Issues/Analysis

The RFQ solicited proposals from experienced community development consultant firms or individual consultants for the preparation of a Five-Year Con Plan, AAP, and

AI. On September 24, 2014 the Review Committee evaluated the proposals based on the following criteria:

- Experience and Qualifications (50 points)
- Understanding of the Project and Schedule (25 points)
- Methodology/Approach Used for the Service (20 points)
- Contract Cost (5 points)

	Firm	Total Points
1.	Urban Design Ventures, LLC	543
2.	W. Frank Newton, Inc.	492
3.	Ask Development Solutions, Inc.	449
4.	Community Planning Partners and Housing Opportunities Made Equal of VA, Inc.	340

On average, the preparation of a Five-Year Con Plan, AAP, and AI is six-month process. The delay in the selection of a Consultant and execution of a Contract for the required services may jeopardize the receipt of the City's entitlement funding.

Alternatives

The alternatives to selecting Urban Design Ventures, LLC are to select another Consultant to provide the services identified in the RFQ.

Financial Impact

Failure to prepare and submit the Five-Year Con Plan, AAP, and AI to HUD by May 15 will jeopardize the receipt of entitlement funding for the City of Durham.

FY 2015-2016, the City expects to receive \$1,795,508.00 in CDBG funds, \$831,909.00 in HOME funds, and \$147,357.00 in ESG funds.

SDBE Summary

The Equal Opportunity/Equity Assurance Department reviewed the proposals submitted by Urban Design Ventures, LLC, W. Frank Newton, Inc., Ask Development Solutions, Inc., and Community Planning Partners and Housing Opportunities Made Equal of VA, Inc. and has determined that they are in compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting.